



## Bookkeeper

**Posted by:** Travels Inn Victoria County

**Posting date:** 06-Dec-2024      **Closing date:** 03-Jun-2025

**Education:** high school

**Language:** English

**Job location:** Cape Breton

**Salary:** \$22.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2133253

Expired

### Job description:

Calculate and prepare cheques for payroll

Calculate fixed assets and depreciation

Keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems

Post journal entries

Prepare other statistical, financial, and accounting reports

Prepare tax returns

Prepare the trial balance of the books

Reconcile accounts

Order office supplies and maintain inventory.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [travelsinnjobs@proton.me](mailto:travelsinnjobs@proton.me)

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